



Flour Bluff Independent School District Job Description

JOB TITLE: Associate Superintendent for Curriculum & Instruction

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Deputy Superintendent

DATE REVISED: 05/25

PRIMARY PURPOSE:

- Responsible for the overall management of the district's curriculum and instruction function. Lead the strategic planning and implementation of curriculum and instruction programs. Ensure that the development and delivery of curriculum and instructional programs are effective and efficient, incorporate district goals, and support student achievement.

QUALIFICATIONS:

EDUCATION/ CERTIFICATION:

- Master's degree in education administration
- Valid Texas Superintendent Certification preferred

SPECIAL KNOWLEDGE AND SKILLS:

- Knowledge of curriculum and instruction
- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Strong organizational, communication, public relations, and interpersonal skills

EXPERIENCE:

- Three successful years' experience as a classroom teacher
- Three successful years' experience in instructional leadership roles

MAJOR RESPONSIBILITIES AND DUTIES:**ROLE 1: INSTRUCTIONAL AND PROGRAM MANAGEMENT**

1. Oversee the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement and College, Career, and Military Readiness (CCMR).
2. Lead the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.
3. Monitor and reevaluate instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.
4. Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.
5. Collaborate with curriculum specialists, principals, teachers, and other instructional staff to develop, maintain, and revise curriculum documents based on a systematic review and analysis.
6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
8. Participate in the implementation of the designated teacher appraisal system.
9. Collaborate with campus administrators and curriculum and instruction staff to ensure that campus library/media centers are actively engaged in and contributing to instructional programs of the school.
10. Work with district technology staff and outside vendors to ensure that teachers and administrators have the support, equipment, and materials needed to implement technology-based instruction.

ROLE 2: POLICY, REPORTS, AND LAW

11. Ensure compliance with policies established by federal and state law, State Board of Education, and local board policy in all areas of curriculum and instruction.
12. Compile, maintain, and file all reports, records, and other documents as required.
13. Follow district safety protocols and emergency procedures.

ROLE 3: BUDGET AND INVENTORY

14. Develop and administer the curriculum and instruction budget based on documented program needs and ensure that operations are cost effective, and funds are managed prudently.
15. Monitor purchase and use of legal and instructional software at the campus and district level.

ROLE 4: PERSONNEL MANAGEMENT

16. Prepare, review, and revise job descriptions in curriculum and instruction department as needed.
17. Oversee the work of campus library/media specialists.
18. Select, train, evaluate, and supervise assigned staff and make recommendations relative to assignment, retention, discipline, and dismissal.

ROLE 5: ADMINISTRATION

19. Assists in the supervision of student record management.
20. Develops and maintains operational systems for retrieval of information in support of all personnel programs.
21. Works with others to compile and report projections of personnel and facility needs.
22. Prepare and deliver written and oral presentations on curriculum and instruction issues to the board, principals, teachers, parents, and community groups. Attend regular meetings of the board.
23. Visits schools regularly for the purpose of maintaining knowledge of present instructional situations.

ROLE 6: PROFESSIONAL GROWTH and DEVELOPMENT

24. Oversee staff development programs and ensure that effective activities that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission are provided.
25. Provides leadership in addressing challenges facing the profession; pursues professional development activities; disseminates ideas and information to other professionals.
26. Stay abreast of current research and best practices in curriculum and instruction and adjust plans, policies, and procedures accordingly.

ROLE 7: COMMUNICATION AND COMMUNITY RELATIONS

27. Ensure that established goals and expectations related to implementation of the curriculum and instruction programs are communicated clearly, consistently, and in a timely manner.
28. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

29. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
30. Use appropriate and effective techniques to encourage community and parent involvement.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

Frequent districtwide travel; occasional statewide travel

Mental Demands:

Work with frequent interruptions, maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.